

**STATE OF LOUISIANA  
DEPARTMENT OF CIVIL SERVICE  
BATON ROUGE, LA**

***HR Handbook Update No. 2009 – 0002***

***To:* HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS**

***Subject:* Update to the on line HR Handbook –  
Additions to “Layoff Issues” Section**

***Issue Date:* January 27, 2009**

This is to advise agencies that the *Layoff Issues section* of the HR Handbook has been updated. Under Section I- Layoff Avoidance, sample letters A through D have been revised. Also, in Section 2, the Procedural Layoff Checklist – Layoffs involving Permanent Employees has been updated to reflect new information regarding the submission of information to the Office of Planning and Budget prior to the layoff.

REASON FOR THE CHANGE: The purpose of these tools is to assist agencies in properly implementing layoff avoidance measures and layoffs in accordance with Chapter 17 of the Civil Service Rules. The changes to the sample letters have been made to further clarify for agencies the necessary content of the layoff avoidance letters. On the “Layoff Checklist,” the introductory information and Step 1 have been changed to comply with the Commissioner of Administration’s request that layoff information and the Personnel Action Fiscal Impact Statement be submitted to the Office of Planning and Budget prior to posting the General Notice of Impending Layoff.

If you would like any additional information, or if you have any questions, please contact your [Civil Service Assistance Coordinator](#) via email or at 225-342-8274.

Sincerely,

s/Anne S. Soileau  
Director